## How to Add Creditors

- 1 Click on the **Bankruptcy** hyperlink at the top of the screen.
- 2 Click on Creditor Maintenance.
- 3 Click on **Enter individual creditors.**
- 4 Enter the case number in yy-nnnnn format and click **Next**. Check the case name and number to be sure it is the correct case.

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At the **Add Creditor(s)** screen enter the name and address of the creditor(s) being added to the case, leaving at least one per space creditor's address.

**FORMAT** for adding creditors is as follows:

Name: XYZ Mortgage Company Address 1: c/o Joe Lawyer, Esq.

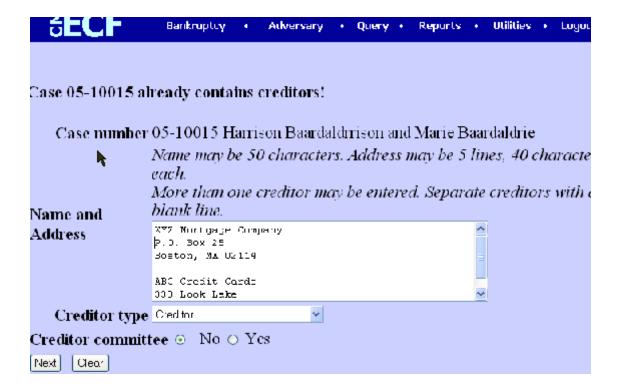
Address 2: P.O. Box 25

Address 3: Boston, MA 02114

Address 4: Address 5:

Do Not Change Creditor Committee default.

When you have entered the last creditor, click **Next**.



- The **Total Creditors Entered** screen will display the case number and the number of creditors added to the database during this transaction.
- 7 Click **Submit** and the name will be added.